

Matters

SUMMER 2003

Robert L. Ehrlich, Jr., Governor
Michael S. Steele, Lt. Governor

A Newsletter for Employees in the Maryland State Personnel Management System
Published by the Office of Personnel Services and Benefits

A MESSAGE FROM GOVERNOR EHRLICH...

It has been a delight to work with so many wonderful State employees since I took office in January. The level of commitment and dedication exhibited by so many of you during this transition period has been encouraging and much appreciated.

We are living in difficult times and have to work together to continue to serve and protect the citizens of our State. Lt. Governor Steele and I have selected a top-notch Cabinet to assist us with the many goals we have for State agencies.

We have many challenges ahead of us. We also have many opportunities for hard work, new ideas, and new levels of cooperation. I look forward to working with you.

Thank you.

Robert L. Ehrlich, Jr.
Governor

Legislative Changes for Employees on Military Duty

As a result of the passage of SB 505, State employees on active military duty on July 1, 2003, or State Employees who are activated for military duty on or after July 1st, may use Military Administrative Leave for active military duty, not including active duty training. This law allows State employees to be paid the difference between the employee's military salary and the employee's State salary while on active military duty.

The Military Leave Bank will no longer be in affect after June 30. Employees still on Military Leave Bank Leave as of June 30 will be placed on a Military Leave of Absence without pay until the employee provides the salary information, as stated below, for the new administrative leave program that starts on the first day of July. To receive this Military Administrative Leave, employees do not need to exhaust their Annual, Personal and Compensatory leave, or donate any leave hours to participate.

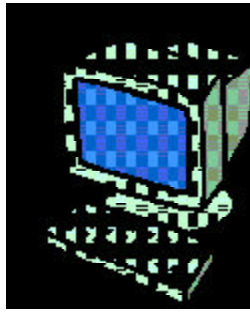
Senate Bill 505 allows employees to use Military Administrative Leave (temporary employees not included) in the State Personnel Management System or an independent personnel system who must:

- *Be on active military duty on July 1, 2003, or will be activated on or after July 1, 2003;*
- *Be activated for military duty, not military training;*
- *Provide military orders that contain the employee's name, dates for activation, and purpose/type of activation;*
- *Be on Leave Without Pay; and*
- *Provide military documentation of their current military salary.*

These changes do not affect employees who are part of the "Organized Militia" covered by the Public Safety Article, Title 13, Militia (formerly Article 65) that are called to active military duty by the Governor of the State of Maryland. Employees in the Organized Militia activated by the Governor will continue to be placed on paid administrative leave without loss of salary or benefits. Employees may contact their agency personnel office for specific information regarding their leave status while on active military duty.

RECRUITMENT AND EXAM DIVISION UPDATES

The technology revolution and the Internet have significantly changed how interested job seekers and State employees learn about State of Maryland jobs and apply for these opportunities. Several changes are being made to our existing processes to increase the quality of services, while decreasing costs. Effective July 1, 2003, the Interest File (IF) is being discontinued. This system, created in the 1970's, gave interested persons the option to place their name on file for future consideration in specific skilled and professional service job titles. Post cards were mailed detailing when recruitment is initiated.



This service has been somewhat popular through the years, but the system has not been without its flaws. For example, it requires job seekers to identify the specific job classifications that are of interest to them. Most job seekers are not familiar with our specific job classification titles, nor do they know which job titles are likely to have vacant positions in the near future. They desire a position that meets with their background, interests and salary requirements.

The effectiveness of the Interest File has also been questionable. A recent analysis found that fewer than 1% of persons hired between July 1, 2000 and June 30, 2002 had used the IF to learn about the positions for which they were hired. The IF is also expensive to maintain. The cost of postage alone in FY 2001 was approximately \$13,000. Recent estimates suggest that the State can save more than \$113,000 annually by discontinuing the service.

We are asking customers to use many of the existing and new services being offered and to give us your feedback. Please access our regularly updated job information in any of the convenient formats available.

The Office of Personnel Services and Benefits (OPSB) website is available at www.dbm.maryland.gov or at www.workformaryland.com.

The OPSB Information Line provides customer services including a recording of current job listings by calling 410-767-4850 or toll free at 800-705-3493. The Maryland Employment Center offers many new services to job seekers. Please visit our website, visit our office or call 410-767-4932.

Job announcements are also being e-mailed to Agency personnel contacts for distribution to Agency employees and posting on facility bulletin boards.

EMPLOYMENT WORKSHOPS

The Maryland Employment Center is enhancing its services. This facility, located at 300 West Preston Street in Baltimore, provides a Reception Center where employees and citizens can obtain job information, submit job applications, and request personal assistance. It also houses a Computer Testing Center, which is presently used for clerical testing and the on-line testing for Professional Fiscal Careers (PFC). The division is working towards maximizing these resources for additional Internet and computer-testing in the future.

Based on current and future State hiring needs, new informational workshops will be offered when appropriate for applicants and current employees. Registration is required for all workshops except Career Exploration Using the Internet. You may register by telephone, mail, fax or in person.

"Applying for State Employment" *This workshop will explain how to apply for employment with the State of Maryland. Participants will discuss all aspects of the State employment process.*

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WEBSITES PROVIDE HELPFUL TIPS FOR MILITARY FAMILIES

There is helpful information available on the Internet for State employees called up for active military duty, or for those with spouses and family members serving in the armed forces. Whether you are looking for family support or useful information on talking to young children about ongoing military operations, check the sites listed below.

Click the Deployment Link on Maryland's homepage at Maryland www.maryland.gov. It offers an outline of family resources for deployed military personnel.

Key into www.military.com for a great source of information on pay and benefits for active duty and reserve personnel.

Military families may want to check out www.sgtmoms.com for tips on parenting.

Lastly, <http://mfrc.calib.com> has a useful section dedicated to Operation Enduring Freedom and resources that will support service members and their families during current military operations.



EQUAL OPPORTUNITY FOR ALL

The State of Maryland recognizes and honors the value and dignity of every employee. You have a right, as a State employee, to pursue your career in state government without discrimination or harassment. Employees are protected by the Governor's Code of Fair Employment Practices and other local, state and federal laws. Maryland's civil rights laws are comprehensive and inclusive and prohibit employment discrimination based on:

Age Race Color Religion Sex Disability National Origin
Sexual Orientation Marital Status Creed or Ancestry Genetic Information

State employees who believe that they have been unlawfully discriminated against may file a complaint with their agency's fair practices officer or equal opportunity officer. Complaints must be filed within 30 days after the person filing the complaint first knew or reasonably should have known of the alleged violation.

Complaints of discrimination should:

- Include a signed, written statement from the person filing the complaint;
- Identify the unit, and describe the actions or practices which are the basis of the complaint; and
- Provide contact information, a telephone number and address.

Discrimination complaints may also be filed with the Maryland Commission on Human Relations or the United States Equal Employment Opportunity Commission.

The State's Equal Employment Opportunity Program is enforced by the Department of Budget and Management's Office of the Statewide Equal Employment Opportunity Coordinator. For more information, contact: Ann Gordon, Statewide Equal Employment Opportunity Coordinator, 301 West Preston Street, Room 607, Baltimore, Maryland 21201. The office phone number is 410-767-4061. Send a fax to 410-333-5262 or call the TTY at 800-735-2258.

Department of Budget & Management Launches New Website

The Department of Budget and Management has launched a new website at www.dbm.maryland.gov. This website has many user-friendly improvements.

State employees can access employee information through the EMPLOYEE SERVICES tab at the top of the page. This link includes information about Employee Benefits, Employee Relations, Policies, and other related personnel topics. The site also has many useful shortcuts to the most popular content in Employee Services, featured links like FAQs About the Hiring Freeze, and on-line services and forms.

~~Additionally OPSB is working on a few forms for an on-line Personnel Mat-~~
ters. The next issue of **Personnel Matters** will be published on the DBM website. This change is part of an effort to save State funds wherever possible. Check out this site for up-to-date personnel information and more information on **Personnel Matters**.



TELEWORKING ADDS VALUE TO WORK AND LIFE

There are so many great reasons for teleworking that we already know about—less time spent in traffic, less traffic congestion, less air pollution, more cost savings on gas and car expenses, more time with family, more productive and happier employees—just to list a few. Listed below are a few statistics about teleworking in the United States that you may not know.

- More than 80 percent of full-time American employees either labor off-site or work with others who work at a distance (AmericanBusinessCollaboration2002)
- 28 million people teleworked in 2001 (ITAC Telework America 2001)
- 19.6 million teleworked in 1999 (ITAC Telework America 1999)
- 21% of working Americans telework (ITAC Telework America 2001)
- Of American teleworkers, 21.7% work exclusively from home, 7.5% work exclusively at telework centers, 4.2% work at satellite offices, and 24.1% work solely on the road, and 42.4% use multiple forms of telework (ITAC Telework America 2001)
- 54% of Americans believe telecommuting would improve the quality of their lives (Positively Broadband)
- AT&T saves \$65 million every year from increased productivity of teleworkers (AT&T 2001 Survey)
- AT&T saves \$25 million annually in office space because of teleworkers (AT&T 2001 Survey)

Check out the State Telework Program through your Agency Personnel Office. You may have a job that has been identified as "Telework Eligible". If so, you may be able to work out an agreement with your supervisor to work at home or at a Telework Center. Teleworking is not a perfect fit for every job or every employee. Management approval for a Teleworking agreement and schedule is required.

EMPLOYMENT WORKSHOPS

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"Examinations for State Employment" This workshop will review the examination process for State employment, the purpose of examinations, the different types of examinations and provide tips for taking examinations.

"Correctional Officer" Hear first hand from a Correctional Officer about what the job is really like. This workshop, conducted by a Correctional Officer Recruiter and Department of Public Safety and Correctional Services Human Resources staff, will outline the duties of a Correctional Officer and what applicants can expect during the hiring process. Learn about the various facilities, shifts, and posts.

"Career Exploration Using the Internet" This hands-on workshop will allow participants to use the Computer Testing Center to explore job opportunities on the Internet. Participants will visit the Office of Personnel Services and Benefits (OPSB) website and link to the websites of other State agencies for the purpose of career exploration.

Personnel Matters is published by the Maryland Department of Budget and Management's Office of Personnel Services and Benefits, 301 West Preston St., Room 602, Baltimore, MD 21201, and is available in alternate formats.

For more information call:

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410-333-5262 Fax

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For Department of Budget and Management general information call:
800-705-3493

Persons with Hearing and/or Speech Impairments, call Maryland Relay Service:
800-735-2258

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